



**Network of Victim Assistance**

24-Hour Victim Support Hotline

1-800-675-6900

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[www.novabucks.org](http://www.novabucks.org)

# CyberSmart

## A Guide for Parents and Guardians

Promoting Digital Responsibility, Respect and Safety

*Working together for safer communities.*

*Programs that empower individuals and promote respectful relationships.*



### Your best online protection is you!

Your knowledge and comfort with digital safety issues will provide a strong basis to support your son or daughter as he or she grows into adolescence.

#### Family guidelines for electronic devices.

- ① Strengthen your password and keep it private. Your password and user account name should be kept in a safe place. Share only with a parent/guardian.
- ② Never provide your password using email or in response to an email request.
- ③ Establish family Internet safety rules. Include whether your child can use social networking sites and how your child can use them.
- ④ Ensure that your child follows age limits. The recommended age to sign up for social websites is usually 13 and older. You cannot rely on the services themselves to prevent your underage child from signing up.
- ⑤ Evaluate the sites your child plans to use and make sure your child understands the privacy policy and code of conduct.
- ⑥ Remind your child to always log in and log out of online accounts.
- ⑦ Teach your child to think before posting or sharing information. What seems funny today, might not be funny tomorrow.
- ⑧ Realize anything you message or post can be copied, pasted, and sent to other people without your permission.
- ⑨ If a site asks you child to submit his/her name to personalize web content, create an online nickname that does not give any personal information.
- ⑩ Encourage your children to tell you if something makes them feel anxious, uncomfortable, or threatened. Stay calm and let them know you will work with them to positively resolve the situation.



### Questions to ask before sending a message.

- How private is the message I am sending? Am I willing to have others read this message or forward it without my permission?
- Am I sending or saying anything that could be considered rude, insulting, or controversial?
- Do I have permission to forward someone else's messages, photos, or share their personal information?

#### Online Resources

[www.netsmartz.org](http://www.netsmartz.org)

[www.ikeepsafe.org](http://www.ikeepsafe.org)

[www.wiredsafety.org](http://www.wiredsafety.org)

[www.netsafekids.com](http://www.netsafekids.com)

[www.common sense media.org](http://www.common sense media.org)

[www.google.com/familysafety](http://www.google.com/familysafety)

[www.onguardonline.gov](http://www.onguardonline.gov)

[www.kids.getnetwise.org](http://www.kids.getnetwise.org)

[www.netlingo.com/emailsh.cfm](http://www.netlingo.com/emailsh.cfm)

[www.common sense media.org](http://www.common sense media.org)

[www.internetsafety101.org](http://www.internetsafety101.org)

[www.digitalparent.com](http://www.digitalparent.com)

[www.bpl.org/KIDS/Evaluate.htm](http://www.bpl.org/KIDS/Evaluate.htm)

[www.facebook.com/centeronmediaandchildhealth](http://www.facebook.com/centeronmediaandchildhealth)

[www.ryanpatrickhalligan.org/resources/resources.htm](http://www.ryanpatrickhalligan.org/resources/resources.htm)

[www.microsoft.com/security/family-safety/childsafety-age.aspx](http://www.microsoft.com/security/family-safety/childsafety-age.aspx)

[www.joanganzcooneycenter.org](http://www.joanganzcooneycenter.org)

- ✓ Set family safety tools on the medium setting, which should have some limitations to content, websites, and activities.
- ✓ Help protect your child from offensive pop-up windows by using the pop-up blocker that is built into Internet Explorer.

Source: Microsoft Security • 2013





Promoting responsibility and respect when using electronic devices

## A Guide for Students

### If you are cyberbullied: STOP BLOCK TELL

1. STOP! Take time to calm down.
2. Do not respond to any cyberbullying message.
3. Block that person from contacting you.
4. Do not erase the messages.

*Save and print screenshots, emails, and text messages.*

5. Tell a trusted adult about the bullying.

*Keep telling until the adult takes action.*

*If necessary, use the evidence to report to web and cell phone service providers.*

6. If you are threatened with harm inform the police.

Don't encourage cyberbullies! If someone your encounter online insults you, do not reply. If you refuse to respond there is a good chance they will stop. If a cyberbully harasses you through email or instant messaging, you can also use built in features to prevent further contact.



If you are not being cyberbullied but you know about the cyberbullying....

## Be an UPSTANDER!

This is what you can do!

- Refuse to pass along messages.
- Tell friends to stop.
- Block communication with the cyberbully.
- Report to a trusted adult.

### For Parents and Guardians

If harassment is via email, social networking sites, IM, chat rooms, online gaming:

- \* together with your child, or instruct your child, to block the bully
- \* or delete your child's account and open a new one
- \* and/or submit a complaint or report



If harassment is via text or phone messages:

- \* change the phone number
  - instruct your child to only share the new number with trustworthy people
- \* you may want to investigate phone features that allow a particular number to be blocked

If your children refuse to follow the rules you have established to protect their safety and you have attempted to help them change their behavior, you can contact the social website your child uses and ask them to remove the page.

[microsoft.com/security/family-safety/childsafety-internet.aspx](http://microsoft.com/security/family-safety/childsafety-internet.aspx)